

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

23 November 1960

25X1A

Sugg. No. 60-541: dated 18 May 1960
[REDACTED], GS-12, Intelligence Officer
FDD, OO, DD/I

Summary : Suggester proposed that Form 122 (Request for Information from Foreign Documents) which accompanies the original foreign language material, be changed from white to a color which would easily be distinguished from the bulk of material passing through FDD.

Action Taken : Recently Form 122 (Request for Information from Foreign Documents) was combined with Form 695 (Project Record). Form 695 was printed on the back of Form 122. At the time of printing, this form was changed from white to yellow.

Award : Certificate of Appreciation

Sugg. No. 60-555: (IDI) dated 23 May 1960
Department of the Interior
Suggestion No. BLM 3-58-48

Summary : The Department of the Interior has adopted a suggestion to reprint and distribute an article from Popular Mechanics entitled, "What To Do When Your Car Conks Out." The award paid was \$50.00 based on Intangible Benefits in the Slight Extended category. Their employee had suggested that a copy of this article be placed in the glove compartment of each vehicle used by the Bureau to provide assistance to persons stranded on the road due to car trouble.

Action Taken : An initial order of 100 copies of the booklet (at a cost of \$1.75) was distributed by Transportation Division to CIA agency components for use in our Agency vehicles both overseas and in this country.

Award : \$15.00 Advisory Award

Sugg. No. 60-601: dated 22 June 1960
[REDACTED] (GS-8 level) Box Shop Supervisor
[REDACTED], GS-3, Property and Supply Assistant
OL, DP/S

25X1A

C-O-N-F-I-D-E-N-T-I-A-L

BEST COPY
Available

C-O-N-F-I-D-E-N-T-I-A-L

Sugg. No. 60-601 cont'd.

Minimal Awards Meeting
23 November 1960

Summary : The suggesters modified the commercial steel-banding dispenser, the Acme Steel Unit-Load Band Dispenser, to permit it to be moved from place to place. The manufactured item was designed to be stationary, weighing approximately 200 lbs. The modification was accomplished by mounting two pulleys on the side of the dispenser and the installation of a crank handle for easy moving.

Action Taken : The portable band dispenser has been in use for several years, however, the designers never submitted the suggestion for an award. Because the steel banding material is not used too extensively, there is only a slight benefit in a limited area of application.

Award : \$25.00 to be divided between the two suggesters.

Sugg. No. 61-20 : dated 14 July 1960

25X1A

[REDACTED] Offset Platemaker (GS-10 level)
PSD, OL, DD/S

Summary : Suggester proposed that all overhead fluorescent lights in the PSD plant which are not equipped with a grille diffuser be equipped with two bands of banding steel; one about 8" from each end of the fixture. These bands would prevent loosened tubes from dropping and causing injury to personnel or damage to machinery.

Action Taken : Upon receipt from the Administrative Officers involved, PBS has been requested to replace diffusers as needed. It is recommended that the suggester be given commendation for his interest in the safety and elimination of a hazard in the organization.

Award : Certificate of Appreciation

Sugg. No. 61-80 : dated 11 August 1960

25X1A

[REDACTED], GS-9, Logistics Officer
OS, DD/S

Summary : Suggester proposed that when purchasing file folders with fasteners, particularly those folders which are to be used in open-shelf filing installations, that the Office of Logistics procure only folders with the Remington-Rand KOMPAKT fastener. The Shaw-Walker fasteners, frequently issued in the past, are inferior to the Remington-Rand product.

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Sugg. No. 61-80 cont'd

Minimal Awards Meeting
23 November 1960

Action Taken : The Office of Logistics has agreed to make the KOMPAK Fastener a standard item for shelf filing. The Office of Security acknowledges that this improvement represents a major contribution in the large OS File Room operations.

Award : \$25.00

Sugg. No. 61-114: dated 7 September 1960

25X1A

[REDACTED], GS-15, Deputy Chief
Finance Division, Compt., DD/S

Summary : Suggester proposed that the "Out-Briefing" procedure include information regarding the "trade practice" of storage companies which demand that to be fully insured, household goods must be insured for a minimum of approximately \$1.00 per pound.

Action Taken : As a result of this suggestion, Central Processing Branch has expanded its "Out-Briefing" to include the points covered in this suggestion regarding insurance of household effects.

Award : Certificate of Appreciation

Sugg. No. 61-141: dated 23 September 1960

25X1A

[REDACTED] GS-6, Secretary
WH, DD/P

Summary : Suggester proposed that the aligned columns on the pink Routing and Record Sheet (Form 610) and the yellow Official Routing Slip (Form 237) be printed in the same sequence: i.e., that on both forms the date column and initial column should be in the same consecutive order, preferably that the date columns precede the initial columns.

Action Taken : Form 237 (Official Routing Slip) will be revised at the time of the next printing to reverse the order of the "initials" and "date" columns, thus Form 610 and Form 237 will conform with each other. The adoption of this suggestion will provide greater consistency and easier handling.

Award : \$15.00

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 60-541: dated 18 May 1960
STATINTL [REDACTED], GS-12, Intelligence Officer
FDD, OO, DD/I

A. Summary of Suggestion

Suggester proposed that the Form 122 (Request for Information from Foreign Documents) which accompanies the original foreign language material, be changed from white to a color which would easily be distinguished from the bulk of material passing through FDD. This would not only reduce the possibility of accidental misplacement or loss of the documentary material in question, but would flag the classified attachments as well.

B. Summary of Evaluation

Recently Form 122 (Request for Information from Foreign Documents) was combined with Form 695 (Project Record). Form 695 was printed on the back of Form 122. At the time of printing, this form was changed from white to yellow.

Although the mislaying or loss of classified documents has been rather rare in FDD, this color change "flags" a requirement for easy retrieval and reduces the possibility of misplacing documentary material.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

STATINTL



Acting Chairman
Suggestion Awards Committee

13 705
Certificate
Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. IDI 60-555; dated 23 May 1960
Department of the Interior
Suggestion No. BLM 3-58-48

A. Summary of Suggestion

The Department of Interior has adopted an employee suggestion to reprint and distribute an article from Popular Mechanics entitled "What To Do When Your Car Conks Out." The award paid was \$50.00 based on Intangible Benefits in the Slight-Extended category. Their employee had suggested that a copy of this article be placed in the glove compartment of each vehicle used by the bureau to provide assistance to persons stranded on the road due to car trouble; for example, ignition failure, fuel line trouble and starting trouble, etc.

The obvious benefits accruing from the ready availability of such a motorists' guide are intangible.

B. Summary of Evaluation

An initial order of 200 copies of the booklet (at a cost of \$6.00) was distributed by Transportation Division to CIA Agency components for use in our Agency vehicles both overseas and in this country.

The adoption of this suggestion does make a contribution to the welfare of the Agency.

C. Recommendation of the Executive Secretary

1. \$15.00 Advisory Award
2. CIA will ask Interior to pay it from their funds.

D. Decision of the Chairman

STATINTL



Acting Chairman
Suggestion Awards Committee

Y-3 not
\$15. — advisory
Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 60-601: dated 22 June 1960

STATINTL

[REDACTED] (GS-8 level) Box Shop Supervisor
[REDACTED], GS-9, Property and Supply Assistant
OL, DD/S

A. Summary of Suggestion

The suggesters modified the commercial steel-banding dispenser, the Acme Steel Unit-Load Band Dispenser, to permit it to be moved from place to place. The manufactured item was designed to be stationery, weighing approximately 200 lbs. The modification was accomplished by mounting two pulleys on the side of the dispenser and the installation of a crank handle for easy moving.

B. Summary of Evaluations

The portable band dispenser has been in use for several years, however, the designers never submitted the suggestion for an award. Because the steel banding material is not used too extensively, there is only a slight benefit in a limited area of application.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award based on slight benefit with limited application to be divided between the two suggesters.
3. Notice has been taken of the fact that this improvement is approximately six years old. Obviously the suggestion was sparked by the suggesters' observing awards to other [REDACTED] personnel. An exception to the two-year Statute of Limitations is believed warranted.

STATINTL

D. Decision of the Chairman

STATINTL

[REDACTED]

Acting Chairman
Suggestion Awards Committee

23 Nov
\$ 25-
Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 61-20: dated 14 July 1960

STATINTL

[REDACTED], Offset Platemaker (GS-10 level)
PSD, OL, DD/S

A. Summary of Suggestion

Suggester proposed that all overhead fluorescent lights in the PSD Plant which are not equipped with a grille diffuser be equipped with two bands of banding steel; one about 8" from each end of the fixture. These bands would prevent loosened tubes from dropping and causing injury to personnel or damage to machinery.

B. Summary of Evaluation

Office of Security Safety Officer stated that this would provide greater safety, but deferred to OL's opinion because of cost in building about to be vacated.

It has been ascertained that safety methods similar to subject suggestion have been a common practice of PBS for several years and the service will be performed upon request of Administrative Officers concerned at no cost to this Agency.

During a survey of the PSD installation, it was also observed that some grille diffusers have been removed from light fixtures in order to obtain more direct lighting.

Upon request from the Administrative Officers involved, PBS has been requested to replace diffusers as needed.

It is recommended that the suggester be given commendation for his interest in the safety and elimination of a hazard in the organization.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation

D. Decision of the Chairman

STATINTL



Acting Chairman

23 Mr
Certificate
Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

Suggestion No. 61-80: dated 11 August 1960

STATINTL

[REDACTED], Jr., GS-9, Logistics Officer
OS, DD/S

A. Summary of Suggestion

Suggester proposed that when purchasing file folders with fastners, particularly those folders which are to be used in open-shelf filing installations, that the Office of Logistics procure only folders with the Remington-Rand KOMPAKT fastner. The Shaw-Walker fastners, frequently issued in the past, are not suitable according to the suggester because they:

1. Break more easily than Remington-Rand fastners.
2. Protrude and are awkward to file.
3. Are hard to line up neatly on the horizontal shelving.
4. Tend to stick together and in some cases, when removing one folder, many folders fall from the shelf along with the desired folder.

Suggester also states that the people charged with filing these folders in his office are indignant everytime Shaw-Walker folders are issued.

B. Summary of Evaluation

The Records Officer, Office of Security, was aware of this problem, however the suggester caused action to be taken.

The Office of Logistics has agreed to make the KOMPAKT fastner a standard item for shelf filing. The Office of Security acknowledges that this improvement represents a major contribution in the large OS File Room operations.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of the Chairman

STATINTL

Approved

Suggestion Awards Committee

23 Not
\$25
60-00832A000300040012-7
Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 61-114: dated 7 September 1960

STATINTL

[REDACTED] GS-15, Deputy Chief
Finance Div., Compt., DD/S

A. Summary of Suggestion

Suggester proposed that the "Out-Briefing" procedure include information regarding the "trade practice" of storage companies which demand that to be fully insured, household goods must be insured for a minimum of approximately \$1.00 per pound.

B. Summary of Evaluations

As a result of this suggestion, Central Processing Branch has expanded its "Out-Briefing" to include the points covered in this suggestion regarding insurance of household effects.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation

D. Decision of the Chairman

STATINTL



Acting Chairman
Suggestion Awards Committee

23 Not
Certificate
Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 61-141: dated 23 September 1960

STATINTL

[REDACTED], GS-6, Secretary
WH, DD/P

A. Summary of Suggestion

Suggester proposed that the aligned columns on the pink Routing and Record Sheet (Form 610) and the yellow Official Routing Slip (Form 237) be printed in the same sequence: i.e., that on both forms the date column and initial column should be in the same consecutive order, preferably that the date columns precede the initial columns.

B. Summary of Evaluation

Form 237 (Official Routing Slip) will be revised at the time of the next printing to reverse the order of the "Initials" and "Date" columns, thus Form 610 and Form 237 will conform with each other. The adoption of this suggestion will provide greater consistency and easier handling.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of the Chairman

STATINTL



(Acting Chairman.
Suggestion Awards Committee

23 Not
\$15 —
Award